

U. S. Bankruptcy Court, Western District of Texas
CM/ECF DOCKETING PROCEDURE
For Attorneys
ADVERSARY CASE OPENING/SUMMONS REQUEST

This docketing procedure provides step by step instruction for the filing of a new Adversary case and Summons Request.

STEP 1 Click on the Adversary hyperlink on the blue CM/ECF MAIN MENU BAR.

STEP 2 Click on Open an Case-Adversary Proceeding. (see figure 1)



figure 1

STEP 3 The Case Information Screen appears. The case type defaults to “ap” and the Complaint box defaults to “y”. The current date also appears. Leave this screen at the defaults. click Next (see figure 2)

A screenshot of the 'Open Adversary Case' form in the CM/ECF system. The form has a light blue background. At the top, it says 'Open Adversary Case'. Below this, there are three fields: 'Case type' with a dropdown menu showing 'ap', 'Date filed' with the text '3/12/2003', and 'Complaint' with a dropdown menu showing 'y'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

figure 2

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- STEP 4** The Related Case Screen appears. Insert the related bankruptcy case number in the Lead case number field. Select the association type in the drop down box. If the adversary being filed is not a dischargeability complaint or objection to discharge then simply select *related*. Click Next. (see figure 3)



figure 3

- STEP 5** The Case Assignment screen appears. This screen confirms the divisional office and Judge assignment based on the lead bankruptcy case number entered. Confirm this information is correct. Click Next. (see figure 4)



figure 4

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STEP 6 The Search for a Party screen appears so that the parties involved in the cause of action can properly be added to the case. Conduct proper searches of the Court's data base according to the *Attorney Style Guide* located on the Court's web site. Click Search. (see figure 5)

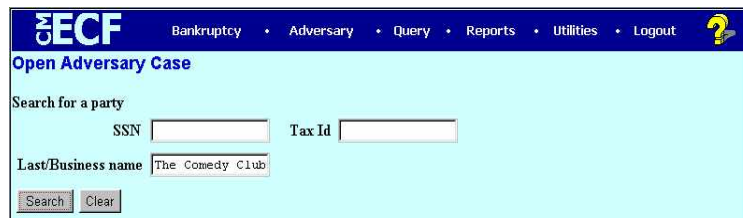


figure 5

STEP 7 Remember to conduct a general search. If the party entered is not found, it will be necessary to create a new party. Click Create new party. (see figure 6)

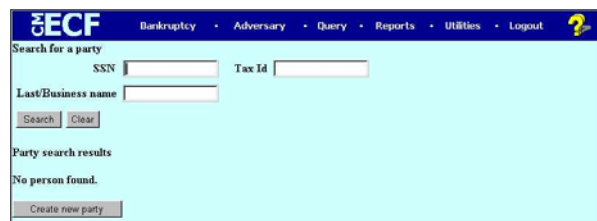


figure 6

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STEP 8 It is recommended that addresses not be added for parties other than debtors. Be sure to select a party “role” type in the drop down box for each party you enter. Click on the attorney box and search for yourself in order to associate yourself with the plaintiff as filer of the complaint. You will never have to add yourself if a proper search is conducted. Always search and enter the plaintiff(s) first then enter defendants. Do not add the defendant’s attorney even if you know them. They will be added when and if they answer the complaint. Click Submit. Continue adding parties until all parties have been added to the case. Click End Party Selection.(see figure 7).

The screenshot shows the 'Party Information' form for 'The Comedy Club, Inc.' with SSN: Unknown. The form includes the following fields and options:

- Office: [Text Box]
- Address 1: [Text Box]
- Address 2: [Text Box]
- Address 3: [Text Box]
- City: [Text Box]
- State: [Text Box]
- Zip: [Text Box]
- County: [Dropdown Menu]
- Country: [Text Box]
- Phone: [Text Box]
- Fax: [Text Box]
- E-mail: [Text Box]
- ProSe: [no] [Dropdown Menu]
- Role: [Plaintiff (pla.pty)] [Dropdown Menu]
- Party text: [Text Box]

Buttons at the bottom: Attorney..., Alias..., Review..., Submit, Cancel, Clear.

Footnote: Add all attorneys and aliases before clicking the Submit button.

figure 7

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STEP 9 The Adversary Statistical Screen appears. Complete required information by reviewing and selecting appropriate action in each drop down box. Click Next. (see figure 8)

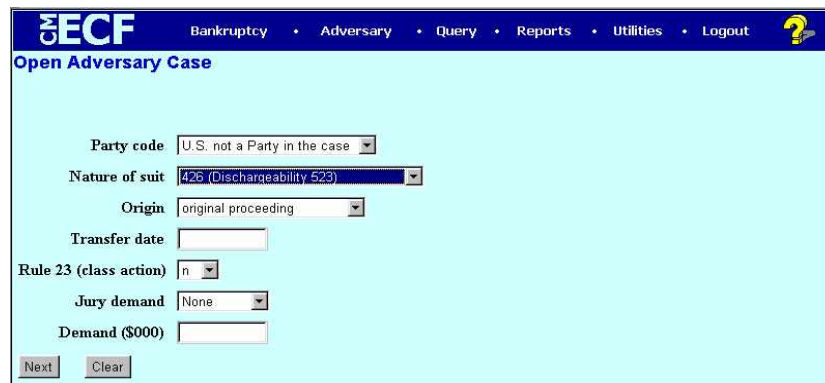


figure 8

STEP 10 The Browse screen appears. Retrieve the electronic document (Complaint Or Notice of Removal) you are filing through this screen.

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STEP 11 Describe the relief sought by typing in the text box which appears on the next screen. Click Next (see figure 9)

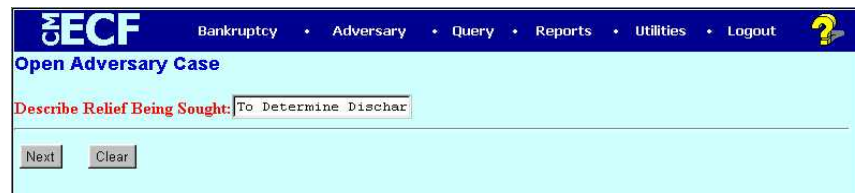


figure 9

STEP 12 The following screen directs you to docket/file the Summons Request upon completion of the adversary case opening. It also informs you to enter CC on the following financial screen. Please make note of this and click Next. (see figure 10)

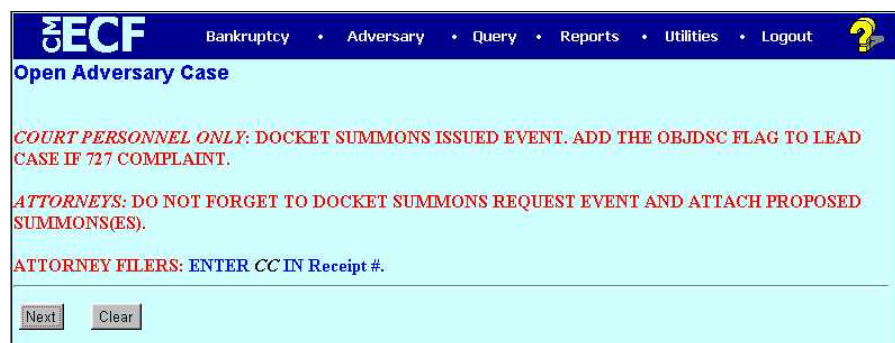


figure 10

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- STEP 13** The Financial Screen appears. Enter CC in the receipt number box if your client is required to pay the fee. The fee amount box defaults to \$150. If the fee does not apply to your client, type *no fee* in the receipt field. Click Next.
- STEP 14** The following screen requires no input. Click Next.
- STEP 15** The Modify Text Screen provides an opportunity to review the docket text of the event. Take a moment to review this screen. Use the *BACK* button should corrections be needed. (see figure 11)

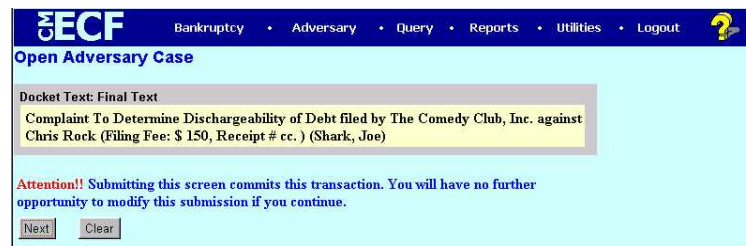
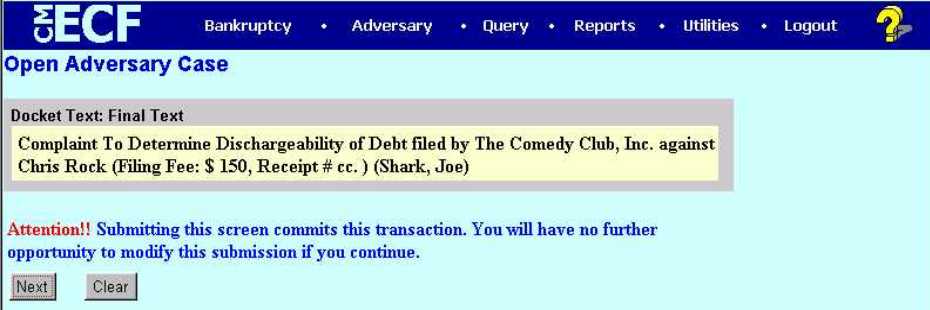


figure 11

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STEP 16 The Final Text Window Screen allows a final opportunity to review the docket text and make corrections if necessary. Clicking the Next button commits this transaction to the data base and no further modifications can be made. Be sure all information is correct before clicking the Next button. If you realize a mistake after submission, contact the Clerk's office immediately and report it. (see figure 12)



The screenshot shows the CM/ECF web interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main heading is "Open Adversary Case". Below this, a box labeled "Docket Text: Final Text" contains the text: "Complaint To Determine Dischargeability of Debt filed by The Comedy Club, Inc. against Chris Rock (Filing Fee: \$ 150, Receipt # cc.) (Shark, Joe)". A red "Attention!!" warning states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.

figure 12

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STEP 17 The Notice of Electronic Filing Screen appears. This screen serves as receipt of the filed document. A new adversary case number is assigned. (see figure 13)

The screenshot displays the 'Open Adversary Case' screen in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is 'Open Adversary Case'. The court information is 'U.S. Bankruptcy Court, Western District of Texas'. The section 'Notice of Electronic Filing' contains the following text: 'The following transaction was received from Shark, Joe entered on 3/19/2003 at 9:20 AM CST and filed on 3/19/2003'. It lists two cases: 'Case Name: The Comedy Club, Inc. v. Rock' with 'Case Number: 03-01040' and 'Document Number: 1'; and 'Case Name: Chris Rock' with 'Case Number: 03-10007-fm' and 'Document Number: 15'. The 'Docket Text' section shows a 'Complaint To Determine Dischargeability of Debt' filed by 'The Comedy Club, Inc.' against 'Chris Rock' (Filing Fee: \$ 150, Receipt # cc.) (Shark, Joe). Below this, it states 'The following document(s) are associated with this transaction:' and lists two identical entries for 'Main Document' with filename 'N\752-signed.pdf'. Each entry includes an 'Electronic document Stamp' with a long alphanumeric string. At the bottom, it specifies '03-01040 Notice will be electronically mailed to: Joe Shark' and '03-10007-fm Notice will be electronically mailed to:'.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary Case

U.S. Bankruptcy Court
Western District of Texas

Notice of Electronic Filing

The following transaction was received from Shark, Joe entered on 3/19/2003 at 9:20 AM CST and filed on 3/19/2003

Case Name: The Comedy Club, Inc. v. Rock
Case Number: [03-01040](#)
Document Number: [1](#)

Case Name: Chris Rock
Case Number: [03-10007-fm](#)
Document Number: [15](#)

Docket Text:
Complaint To Determine Dischargeability of Debt filed by The Comedy Club, Inc. against Chris Rock (Filing Fee: \$ 150, Receipt # cc.) (Shark, Joe)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:N\752-signed.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988230274 [Date=3/19/2003] [FileNumber=45088-0] [9c8b8557f96540bce21c481d061b27066f9b86ccc9ea74e91d5997db1561a86f9a9a65d371106af2706c2216eb8eb176ef634055b455b822405d540ba17f7ec5]]

Document description:Main Document
Original filename:N\752-signed.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988230274 [Date=3/19/2003] [FileNumber=45089-1] [9111c29302c96abde958f431e4f9a4c9aaaf5b3acf216166e9295185dc9013562a2b382e3e4bdeebd47f47c47b41e4b12049e56dacc80574e54c4daf11df7246]]

03-01040 Notice will be electronically mailed to:

03-01040 Notice will not be electronically mailed to:

Joe Shark
,

03-10007-fm Notice will be electronically mailed to:

figure 13

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STEP 18 **File the Summons Request. Click Adversary on the CM/ECF Main Menu Bar. Select the Summons Requests/Served...category (see figure 14)**



figure 14

STEP 19 **Enter the Adversary Case Number. Click Next.**

STEP 20 **Select Summons Request from the drop down box. (see figure 15)**



figure 15

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STEP 21 **Select the party requesting the summons as the party filer. Click Next. (see figure 16)**



The screenshot shows the ECF Complaint/Summons interface. The title bar includes 'ECF' and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The page title is 'Complaint/Summons:' followed by the case number '03-01040 The Comedy Club, Inc. v. Rock'. The main section is titled 'Select the Party:' and contains a dropdown menu with two options: 'Rock, Chris (Defendant)' and 'The Comedy Club, Inc. (Plaintiff)'. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

figure 16

STEP 22 **Select the party the summons is to be issued upon. Click Next. (see figure 17)**



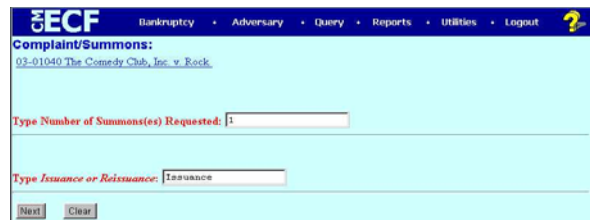
The screenshot shows the ECF Complaint/Summons interface. The title bar is the same as in figure 16. The page title is 'Complaint/Summons:' followed by the case number '03-01040 The Comedy Club, Inc. v. Rock'. The main section is titled 'Please select the party that this filing is against.' and contains two columns. The first column is 'Select the Party:' with a dropdown menu showing 'Rock, Chris (Defendant)' and 'The Comedy Club, Inc. (Plaintiff)'. The second column is 'Select a Group:' with radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. To the right of the radio buttons is a link 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

figure 17

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STEP 23 **The Browse for a Document Screen appears. Upload the summons document.**

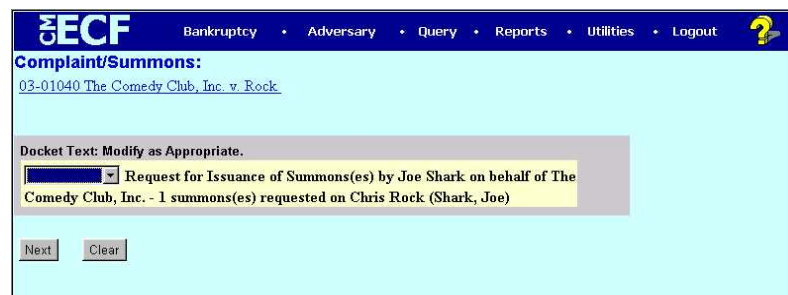
STEP 24 **The Summons Information Screen appears. Enter the number of summonses requested and whether or not this is the initial issuance or re-issuance. Click Next. (see figure 18)**



The screenshot shows the ECF system interface for the 'Complaint/Summons' screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The case name '03-01040 The Comedy Club, Inc. v. Rock' is displayed. There are two input fields: 'Type Number of Summons(es) Requested:' with the value '1' entered, and 'Type Issuance or Reissuance:' with the value 'Issuance' entered. At the bottom are 'Next' and 'Clear' buttons.

figure 18

STEP 25 **The Modify Text Screen appears. Check your entry to confirm it reads properly. Click Next. (see figure 19)**



The screenshot shows the ECF system interface for the 'Modify Text' screen. The header is the same as in figure 18. The case name '03-01040 The Comedy Club, Inc. v. Rock' is displayed. A text box contains the following text: 'Request for Issuance of Summons(es) by Joe Shark on behalf of The Comedy Club, Inc. - 1 summons(es) requested on Chris Rock (Shark, Joe)'. Below the text box are 'Next' and 'Clear' buttons.

figure 19

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STEP 26 The **Final Docket Text Screen** appears. This is last opportunity to review before submission. Confirm that the entry is correct before clicking **Next** (see figure 20)

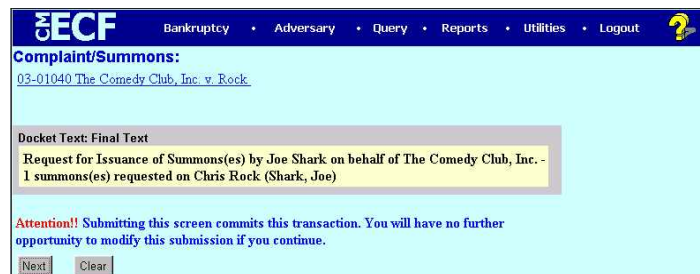


figure 20

STEP 27 The **Notice of Electronic Filing Screen** appears concluding your entry. Return to the **CM/ECF Main Menu Bar** to continue filing in the system or **Logout**.